

Deer Lakes Middle School

Student Handbook
2023-2024



Home of the Lancers
DEER LAKES MIDDLE SCHOOL
17 EAST UNION ROAD,
Cheswick, PA 15024
(724) 265-5310

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DEER LAKES SCHOOL DISTRICT

Message from the Administration

Dear Students and Caretakers,

Welcome back! We are pleased to provide you with your Parent/Student Handbook. The handbook is designed to locate pertinent information about the policies and activities of the Middle School. Please review the contents of your handbook together. Many of your questions throughout the year can be answered by consulting the pages that follow.

Both parent/guardian and student should sign the receipt below to acknowledge receipt of the handbook. Thank you for your cooperation.

We look forward to a great school year!

Dr. Samantha Abate, Principal
Deer Lakes Middle School

Dr. Nicholas LaMantia, Assistant Principal
Deer Lakes Middle School

RECEIPT OF STUDENT HANDBOOK

Note: Please sign and return this receipt to your student's homeroom teacher on or before September 8, 2023. Students should print this page out of their handbooks and return as instructed above.

This is to acknowledge receipt of my Deer Lakes Middle School Handbook. As a student, I know that understanding the contents of this handbook can aid in my school year being a successful one. I, along with my parent(s), have read, understand, and will abide by all of the policies contained in this booklet, including the Internet/Acceptable Use Policy. I agree to be responsible for and abide by all rules and regulations of this agreement.

Student Signature _____ Date _____

Print Student Name _____

Parent/Guardian Signature _____

Grade _____

First Period Teacher _____

Deer Lakes School District Student Account Agreement

Student Section

Student Name: _____

Grade: _____

School: _____

First Period Teacher: _____

I have read the District's Acceptable Use of Internet, Computers and Network Resources Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules, my account can be terminated, and I may face other disciplinary measures.

Student Signature: _____

Date: _____

Caretaker Section

I have read the District's Student Internet Safety and Responsibility Use Policy.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the district system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services or exposure to potentially harmful or inappropriate material or people. I understand that I can be held liable for damages caused by my child's intentional misuse of the system.

I will instruct my child regarding any restrictions against accessing materials that are in addition to the instructions set forth in the district policy. I will emphasize to my child the importance of following the rules for personal safety.

I hereby give ()

I hereby do not give ()

permission for my child to use the Internet. I understand that this permission includes permission for my child to access information through the Web, receive e-mail communications through a class account, and engage in other educationally relevant electronic communications activities.

Parent/Guardian Signature: _____

Date: _____

Please return this form no later than September 8, 2023 to your first period teacher.



DEER LAKES SCHOOL DISTRICT

Mission Statement

"The mission of the Deer Lakes School District is to shape today's learners into tomorrow's leaders."

Today's Learners – Tomorrow's Leaders

2023-2024

Deer Lakes Middle School

17 East Union Road

Cheswick, PA 15024

Ph: 724.265.5310

Fax: 724.265.3711

www.deerlakes.net

Middle School Office Personnel

Dr. Samantha Abate, Principal

sabate@deerlakes.net

ext: 3621

Dr. Nicholas LaMantia, Assistant Principal

nlamantia@deerlakes.net

ext: 3622

Ms. Jackie Jaros, School Counselor

jjaros@deerlakes.net

ext: 3670

Mrs. Holly Balint, Main Office Secretary

hbalint@deerlakes.net

ext: 3711

Ms. Kristan Ingold, School Nurse

kingold@deerlakes.net

ext: 3681

***To leave a voicemail for teachers, dial 724.265.5300 to access the district main menu and follow the appropriate commands.

This student handbook belongs to:

Name: _____

Grade: _____

First Period: _____

Locker: _____

Student Number: _____



DISTRICT PERSONNEL

Board of School Directors

Mr. Louis W. Buck	President
Mr. Larry Neidig	Vice President
Mr. William A. Lupone	Member
Mr. Jeremy Love	Member
Mr. Jonathan Majernick	Member
Mrs. Christy McCloskey	Member
Mrs. Kristi Minnick	Member
Mr. Vic Laurenza	Member
Mrs. Traci Stotler	Member

Central Administration

Dr. Janell Logue-Belden	Superintendent
Mrs. Bobbi-Ann Barnes	Assistant Superintendent
Mr. Bradley Snyder	Business Manager/Board Secretary
Dr. Samantha Abate	Director of Transportation
Mrs. Lindsay McGaughey	Supervisor of Special Education
Dr. Rachel Mariano	School Psychologist
Mr. Jacob Douglas	Director of Food Service
Mr. Justin Merwin	Director of Technology
Mr. Shawn Annarelli	Public Relations
Mr. Charles Bellisario	Athletic Director
Mr. Norman Kearney	Director of Buildings & Grounds

BELL SCHEDULES

Daily Schedule

Period	Time
Homeroom	7:40-7:45
Period 1	7:45-8:25
Period 2	8:27-9:07
Period 3	9:09-9:49
Period 4	9:51-10:31
Period 5	10:33-11:03
Period 6	11:05-11:45
Period 7	11:47-12:27
Period 8	12:29-1:09
Period 9	1:11-1:51
Period 10	1:53-2:35

Two-Hour Delay Schedule

Two-Hour Delay Schedule	
Homeroom	9:40-9:45
Period 2	9:47-10:08
Period 3	10:10-10:31
Period 4	10:33-10:54
Period 6	10:57-11:37
Period 7	11:40-12:20
Period 8	12:23-1:03
Period 1	1:06-1:27
Period 5	1:29-1:50
Period 9	1:52-2:13
Period 10	2:15-2:35

DEER LAKES SCHOOL DISTRICT 2023-24 CALENDAR

August 2023					September 2023					October 2023				
Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr
	1	2	3	4					1	2	3	4	5	6
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
28	29	30	31		25	26	27	28	29	30	31			
9 Teacher/ 7 Student					20 Teacher/ 20 Student					22 Teacher/ 22 Student				
November 2023					December 2023					January 2024				
Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr
		1	2	3					1	1	2	3	4	5
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26
27	28	29	30		25	26	27	28	29	29	30	31		
19 Teacher/ 18 Student					11 Teacher/ 11 Student					22 Teacher/ 21 Student				
February 2024					March 2024					April 2024				
Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr
			1	2					1	1	2	3	4	5
5	6	7	8	9	4	5	6	7	8	8	9	10	11	12
12	13	14	15	16	11	12	13	14	15	15	16	17	18	19
19	20	21	22	23	18	19	20	21	22	22	23	24	25	26
26	27	28	29		25	26	27	28	29	29	30			
20 Teacher/ 20 Student					19 Teacher/ 19 Student					20 Teacher/ 20 Student				
May 2024					June 2024					Key				
Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	188	Teacher Days			
		1	2	3						183	Student Days			
6	7	8	9	10	3	4	5	6	7		In-Service Days			
13	14	15	16	17	10	11	12	13	14		Make up day if needed			
20	21	22	23	24	17	18	19	20	21		Vacation Days			
27	28	29	30	31	24	25	26	27	28		Act 80 Days			
21 Teacher/ 21 Student					5 Teacher/ 4 Student						Half Days			
											2-Hour Late Start Students/ Professional Develop.			

August 21 and 22, 2023	Teacher-Inservice/Clerical Days - No Students
August 23, 2023	First Day of Students
September 4, 2023	Labor Day - No Students
October 9, 2023	2-Hour Late Start Students/ Professional Develop.
November 10, 2023	Act 80 Day - No Students
November 23, 24, 27, 2023	Thanksgiving Vacation - No School
December 15, 2023	Early Dismissal
December 18 - January 1, 2024	Christmas Vacation - No School
January 2, 2024	School Resumes
January 15, 2024 (Mandatory Transp./Build. and Grounds Training)	Act 80 Day - No School
February 19, 2024	Vacation Day - No School
March 11, 2024	2-Hour Late Start Students/ Professional Develop.
March 28, 29, April 1, 2, 2024	Spring Break - No School
May 24, 2024	Prom - No School
May 27, 2024	Memorial Day
June 6, 2024	Last Day of School/Early Dismissal/ 1/2 Clerical Day for Teachers/Graduation
June 7, 2024	Clerical/ In-Service for Teachers

Grading System

The Deer Lakes Middle School will post a report card four times during the school year.

Grade	Percentage
A+	97% - 100%
A	93% - 96%
A-	90% - 92%
B+	87% - 89%
B	83% - 86%
B-	80% - 82%
C+	77% - 79%
C	73% - 76%
C-	70% - 72%
D+	67% - 69%
D	62% - 66%
F	61% and Below
I	Incomplete

Academic Honor Roll

Grade Average (percent) will be used to determine Honor Roll attainment. A Grade Average (percent) of 85% will be required for Honor Roll status at the end of each 9 weeks. The levels of the Honor Roll will include Honor (85% - 91.999%), High Honor (92% - 95.999%), and Highest Honor (96% - 100%). If a student has an incomplete on his/her report card, honor roll cannot be calculated until all work has been completed and returned to the teacher.

Interim Reports and Report Cards

In grades one through twelve, interim reports shall be issued by each teacher at the middle of the nine-week report. These notices are intended to inform parents and stimulate more satisfactory progress. The Deer Lakes School District will post report cards for students in grades one through twelve four times a year.

Parents can access interim reports and student report cards via the Skyward parent portal. Grades in Skyward are also updated on a regular basis which allows parents to see their child's progress at any time throughout the school year.

Retention Procedure

If a student fails two subjects (English, math, social studies, science, reading), he/she must take at least one of the deficient subjects during summer school and receive a passing grade.

If a student fails the same subject in two consecutive years (English, math, social studies, science, reading), he/she must take the deficient subject during summer school and receive a passing grade.

If a student fails more than two subjects (English, math, social studies, science, reading), the parents may file an appeal and be referred to a committee consisting of at least three of the student's teachers, the counselor of the appropriate grade level and/or a SAPteam member, the principal and school psychologist. The recommendations of the committee will determine placement and/or promotion.

Attendance (Deer Lakes School District Policy 204)

One of the primary prerequisites to a successful school year is regular attendance at school. It is an important responsibility for parents to foster good attendance behaviors in their children. It is your responsibility as a student to attend school daily.

On the day a student will be absent or tardy, a parent/guardian must call the DLHS Student Call Off/Tardy Line (724) 265-5320 press 1, press 1 again) by 11:30 AM to report the student absent or tardy and the reason. This line should not be used for any other reason other than to report a student off or tardy!

If a student is marked absent from school, our automated call system will call the primary number as listed in Skyward to notify the family.

Students who have been absent from school must bring in an excuse as required by state law. This excuse should be brought on the day that the student returns to school. The excuse provided will include the following information:

1. Student's first and last name
2. Date(s) of absence.
3. Reason for absence.
4. Parent/guardian signature.

The excuse will be presented to the 1st period teacher. Students may NOT write and/or sign their own excuse, even if they are 18 years of age. **If a student does not provide an excuse within three (3) days of return from the absence the absence is considered unlawful. When a student acquires three (3) unlawful absences, the school district is required by law to serve notice on the parents/guardians and the student will be enrolled in the Deer Lakes Truancy Prevention Program. The continuation of unlawful absences may require the district to file a summary citation for truancy with the District Magistrate. If found guilty, this may result in fines being issued against the parents/guardians and/or the student.**

If a student leaves school before 9:00 AM (12:00 PM for Beattie & CCAC students) and does not return (or does return but has missed more than 4 periods) it will count as a full day of absence and they must turn in a written parental/guardian excuse or medical excuse within 3 days upon return to school. If a student is sent home sick before 8:00 AM (11:30 AM for Beattie & CCAC students), this will be considered a full day of absence and the student must turn in a written parental/guardian excuse or medical excuse within 3 days upon return to school.

The Department of Public Instruction School Attendance Register provides that a claim of continued or repeated illness justifies the school in requiring a statement from medical authorities.

Lawful Absence/Tardies

- Verified illness – when providing an excuse for illness, two methods of explanation are acceptable. The first is a parental note specifying the nature of the illness (i.e. headache, upset stomach, cramps, etc.) The second is an excuse from a member of the healing arts (i.e. physician, dentist, orthodontist, specialist, etc.) **A maximum of ten days of cumulative lawful absences verified by written parental notification shall be permitted during a school year. All absences beyond ten cumulative days shall require an excuse from a licensed physician.** If parents are neglectful in providing written excuses or do not meet such requirements in a timely fashion, reasonable allowances will be made to accept parent's explanations for their child's absences without initiating any punitive response.
- Vacation approved by the building principal (5 total school days). Additional days per "special" circumstances need approval by the assistant superintendent of schools.
- Quarantine
- Death in the immediate family
- Impassable roads as determined by the District Transportation Coordinator.
- Exceptionally urgent reasons that are not recreation or work oriented (religious exemptions, disasters, catastrophes)

- Students on suspension from school
- Court Attendance

Tardiness to School

If you arrive at school after 7:45 am, report to the Attendance Office for a late pass. Any student reporting late to school must have a written note from the parent/guardian explaining the reason for being tardy. Students may NOT write and/or sign their own excuse, even if they are 18 years of age. You must present a late pass to your 1st period teacher before you will be admitted to their room.

Tardies will be marked unexcused if not verified as having a reasonable cause. Accumulation of three or more unexcused tardies will cause detention and other disciplinary actions to be assigned according to the Student Code of Conduct. A student will be charged for a half day if they arrive after 11:00 am and a full day if they arrive after 1:00 pm.

Detentions and other disciplinary actions will start on the third unlawful tardy and will continue as outlined in the Student Code of Conduct. More than ten episodes of unlawful tardiness to school will result in a charge of truancy to be filed with the magistrate's office. After students accumulate ten unlawful tardies with a parental /guardian excuse, any further tardiness will be considered unlawful unless accompanied by a doctor's excuse.

Early Dismissal

Parents are encouraged to make doctor and dental appointments during non-school hours or on non-school days. If this is not possible, release time from school may be requested. Parent/guardian are to call the Front Office Secretary at (724) 265-5310 ext: 3623 and/or provide a written note to request an early dismissal. A note from the parent/guardian must be presented to the office prior to first period. Students may NOT write and/or sign their own excuse, even if they are 18 years of age. The student will be given an Early Dismissal slip and will report to the office at the designated time. To ensure everyone's protection, parents/guardians are asked to pick up the student at the main office. Parents will be required to present photo ID to enter the building and to pick up their child.

Educational Tour/Trip/Vacation Form

The parents/guardians of a student who wish to have the student excused from compulsory school attendance in order to participate in an educational tour or trip must submit an application for Educational Tour of Trip (available in the Main Office and on the district website) to the principal. Except for emergency situations, which must be fully explained, this request should be submitted at least 5 calendar days prior to the date on which the student seeks to be excused from compulsory attendance.

The principal of the school shall exercise discretion in determining whether to excuse the student from compulsory attendance. Consideration shall be given to the length of the tour or trip, the number of requests made during the school year, and whether the tour or trip is likely to advance the educational growth of the student.

It is the practice of the Deer Lakes School District to discourage excused absences for educational tours or trips during the final two weeks of any school term. Students that receive permission to attend an educational tour or trip during the administration of a final exam will also be granted the opportunity to complete the exam upon return.

View form [here](#).

Make-Up Work After Absences

Students who have been determined unlawfully absent will not be permitted to make-up any written work or to take tests missed during such absences.

Any student who is absent from classes for lawful reasons, including suspension, is required to make up all work missed. However, it is the responsibility of the student to see his/her teachers to obtain the work and help, if needed, to make up the work. Students will be given a number of days equivalent to the days missed to complete work.

Request for Missed Homework

In case of an extended absence (homework will not be able to be collected for 1 day absences) due to illness or injury, homework assignments may be requested. Students who will be absent a minimum of three (3) consecutive school days may request homework from the Main Office by calling (724) 265-5310 ext: 3623. A request for homework for students who will be absent for three (3) or more consecutive school days should be made as soon as possible (preferably the first day) during the expected period of absence. Requested homework will be available to be picked up in the office after 2:00 PM on the day following the phoned parental/guardian request. In addition, students may visit their teachers Google Classroom to check their assignments.

Withdrawal from School

If your family moves from the Deer Lakes School District or if you plan to withdraw from school for some other reason, complete the following steps:

1. Meet with the School Counselor to secure a Withdrawal Form, which is to be signed by all of the student's teachers.
2. Return the completed Withdrawal Form to the School Counseling Office to ensure that your school records will be sent to your next destination.
3. Remove all materials from lockers.
4. Return all school issued technology equipment to the Main Office.
5. Ensure all outstanding debts have been paid.

STUDENT SERVICES

School Counseling

Students have available to them the services of a school counselor, a social worker, and a school psychologist. When a need arises, parents or teachers can contact the school counselor and after discussion with the parents the counselor will refer the student to the needed services.

Health Services

Under PA Health Law:

- Students in grades K, 6 and 11 are required to have a current physical examination.
- Students in grades K, 3 and 7 are required to have a current dental examination.
- Students in all grades will have their height and weight measured and a vision screening performed yearly.
- Students in grades K, 1, 2, 3, 7 and 11 will have their hearing screening performed yearly.
- A Scoliosis screening is performed on all sixth and seventh graders. The purpose of this screening is to detect a possible curvature of the spine.

Any exception to the above screenings or exams must be in the form of a written statement or request from parent/guardian otherwise, they will be performed sometime during the school year. The school nurse's office is located on the 1st floor across from the main office.

Visits to the nurse's office are limited to illnesses and injuries that happen during the course of the school day. Students must have written permission (a pass) from their teacher or other staff member before going to the nurse's office. Only a true emergency will be exempted from this policy.

Immunizations

Students must have all immunizations up to date before attending school. Please check with your personal medical provider to ensure your student(s) records are current. Also, make sure the school nurse has current records. Any student without current immunizations will not be permitted to attend school.

A student should not be sent to school if he or she has a fever, an ear ache, severe headache, skin rash or sore, a severe cold or cough, nausea or vomiting, red inflamed eyes, body mites or head lice, any communicable disease, such as chicken pox, scarlet fever, or strep throat. Children who have a fever or become ill with any of the above will be sent home from school.

Medication during School Hours

Please see Deer Lakes School Board [Policy 210](#).

Possession/Use of Asthma Inhalers

Students are permitted to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent-authorized. Possession and use of asthma inhalers by students shall be in accordance with state law and Board Policy 210.1.

Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner, or physician assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the physician, certified registered nurse practitioner or physician assistant that states:
 - Name of the drug
 - Prescribed dosage
 - Time(s) medication is to be taken.
 - Length of time medication is prescribed.
 - Diagnosis or reason medication is needed, unless confidential.
 - Potential serious reaction or side effects of medication.
 - Emergency response.
 - If child is qualified and able to self-administer the medication.

The student shall be made aware that the asthma inhaler is intended for his/her use only and may not be shared with other students.

The student shall notify the school nurse immediately following each use of an asthma inhaler.

Violations of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication and loss of privileges.

The district reserves the right to require a statement from the physician, certified registered nurse practitioner, or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.

A student whose parent/guardian completes the written requirement for the student to possess an asthma inhaler and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication.

To self-administer medication, the student must be able to:

- Respond to and visually recognize his/her name.
- Identify his/her medication.
- Demonstrate the proper technique for self-administering medication.
- Sign his/her medication sheet to acknowledge having taken the medication.
- Demonstrate a cooperative attitude in all aspect of self-administration.

Head Lice

The district maintains a no nit procedure. The child may return to school when the nurse or child's physician determines that he/she is nit free. The child must report to the nurse's office upon return to school. A doctor's excuse is needed if the child is absent more than one day.

Accidents

Every effort will be set forth to notify you immediately if your child has a serious injury requiring medical attention. It is very important that we have the parent's working telephone numbers as well as one or two other emergency phone numbers. It is the parent's responsibility to transport the child for medical care. If necessary, the local ambulance service will be used.

Insurance Program

The school district does not provide medical or hospitalization insurance for students. As such, students are given the opportunity to obtain school insurance early in the school year. Purchased for a nominal fee, this insurance covers students for accidents which occur on the way to or from school, on school premises, while attending or taking part in any school-sponsored and school-supervised activity, or while participating in intramural activities or gym classes.

When an accident occurs, the insured student must report to the teacher in charge of the activity or to the nurse's office to receive instructions for filing an insurance claim.

It is advisable for all students to carry the insurance.

STUDENT SUPPORT SERVICES

Gifted Support

Students meeting the necessary criteria will receive services to provide enrichment/advancement opportunities.

Hearing/Vision Support

In the area of hearing/vision, the Allegheny Intermediate Unit provides itinerant services.

Special Education Support

For students needing specially designed instruction, special education services are available at all buildings.

Deer Lakes School District has a Special Education Policy on file with the Department of Education which is available for review in the district's Administration Office. Confidential records for special education students are covered by a district policy which allows parents or guardians to review the information by contacting the Director of Special Education.

All special education students who reside within the Deer Lakes School District, including those who attend programs outside the district, are given the opportunity and are encouraged to participate in local non-academic and extracurricular activities.

For further information relating to these policies, please contact the Director of Special Education at (724) 265-5300, ext. 2647.

Speech/Language Support

A program of evaluation and therapy is available for students with speech/language difficulties.

English as a Second Language: ESL Program Requirements

Purpose: To help ensure that children who are limited English proficient, including immigrant children and youth, attain English proficiency, develop high levels of academic attainment in English, and meet the same challenging State academic content and student academic achievement standards as all children are expected to meet.

Schools are required to:

- Enroll students using the same procedure as other students, no requirements for immigration information.
- A “home language survey” to determine language spoken at home must be provided to all new students and to all students currently enrolled.
- Test the student to determine ability level in English and also in native language.
- Provide ESL (English-as-a-Second-Language) instruction if needed and in the amount to ensure attainment.
- Provide appropriate accommodations to all other subject areas and tests.
- Evaluate ESL instruction and adjust as needed.
- Communication of program descriptions and services must be in native language.
- Evaluate for special education services, when and if needed.

Complaint Resolution Process for English as a Second Language (ESL)

First Step: Parent will meet with the classroom teacher and ESL teacher. If the problem is not resolved, move to:

Second Step: Parent will meet with the building principal, classroom, and ESL teacher. If the problem is not resolved, move to:

Third Step: Parent will meet with the building principal, district ESL Coordinator and AIU ESL administrator. At this time, the parent may also be referred to a parent support group to assist them in resolving the problem.

Final Step: If all of the above have been unsuccessful, then the parent will be referred to ESL/Bilingual Education Advisor, and Pennsylvania Department of Education. The telephone number is 717-787-8913.

Social Support

Social support is available for students needing social, emotional, or behavioral guidance.

Student Assistance Program (SAP)

Pennsylvania Student Assistance Programs (SAP) utilizes formal and systematic approaches designed to provide assistance to students troubled by physical health, emotional health, drug, alcohol or family problems. Members of this group are concerned staff members trained to provide the support and assistance needed by many students.

The goals of the program are:

- To express a concern for the general well-being of the student.
- To focus on educational concerns and improve the quality of education.
- To enlist the support of staff, family and community in providing assistance to the student. Parents, staff members, peers or the student may make a referral by contacting any member of the SAP team.

Testing Programs

Various kinds of testing are administered throughout the school year. Results are used to help determine the degree of academic attainment.

Homebound Instruction

Students unable to attend school for extended periods of time may receive Homebound Instruction with a signed order from a Physician. The district needs to be provided with a signed prescription from the Physician indicating the exact start date and anticipated end date of the required Homebound Instruction. Homebound Instruction consists of a teacher providing 5 hours of instruction per week in the student's home. Please contact the building principal with any questions.

Lancer Academy

Lancer Academy is offered through an asynchronous digital platform. Through this partnership, students have the opportunity to participate in a flexible, asynchronous instructional program and earn credits recognized and accepted by Deer Lakes. The staff works closely with the school district to assure that rigor, integrity and fairness is maintained. The robust program, which is based on years of research and best practices for excellence in virtual learning, offers students a vast array of courses from which to choose, allowing them to pursue their interests while building necessary skills for success.

Lancer Academy is available for those students interested in the full-time cyber experience. Individual classes are the financial responsibility of the students and their families.

Work Permits

The Pennsylvania Department of Labor is strictly enforcing the regulation of the Federal Child Labor Law in that all minors under the age of 18 are required to obtain a Work Permit in order to get a job. The student can get an application for a Work Permit from the Principal at Deer Lakes Middle School. All required information and documentation must be presented before a permit is issued. The Child Labor Law prohibits the use of educational records to be used to verify age.

School Resource Officer

The School Resource Officer program is a nationally accepted program involving the placement of a law enforcement officer within the educational environment. The officer, while in the school, is involved in a variety of functions aimed at prevention. Besides being an active high profile law enforcement officer, the SRO is a resource for students, parents, teachers and administration regarding legal issues. The SRO is a link to other service agencies, which provide prevention and counseling services within the school district. Working hand in hand with the principal in each school, the SRO assists with finding solutions to problems affecting school-age children of the 21st century.

The SRO program reflects a community partnership between the Township of West Deer Police Department and the Deer Lakes School District to ensure that our schools are safe, secure, and provide an orderly learning environment.

Safe2Say Something?

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something.” With Safe2Say Something, it is easy and confidential to report safety concerns to help prevent violence and tragedies.

To report a tip, visit the following link: <https://www.safe2saypa.org/tip/> or call 1-844-723-2729.

Here is how it works:

- Submit an anonymous tip report through the Safe2SaySomething system.
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

Dress Code

The dress and appearance of students at Deer Lakes is such that little needs to be said regarding this matter. The school is a workplace for staff and students, so adequate and modest dress is required. However, for those very few who attempt to draw attention to themselves by dressing to extremes, discipline action may be taken. Students may be assigned discipline or an alternate setting by an administrator.

The following apparel, style or modes of dress are not permitted in the Deer Lakes School District.

- Clothing that may prove hazardous to the student or other students
- No hats, bandannas, and sunglasses are to be worn in the classroom without approval.
- Clothing with obscene or suggestive pictures or language may not be worn.
- Clothing that advertises drugs, alcohol, or objectionable suggestions are not permitted.
- Clothing that is a distraction to the learning environment.

The administration and faculty have the right to question a student's dress. The administration also reserves the right to take any necessary action if any item of clothing is not specifically covered in the list posted above.

Cafeteria

The goal of our food service department is to provide nutritious food that is of optimal quality at a reasonable price. The food service program is operated under the regulations of the federally funded National School Lunch and Breakfast Program. The United States Department of Agriculture (USDA) requires that the breakfast and lunch program meet specific nutritional criteria, thus ensuring that your child is provided with the nourishment his or her growing body needs.

Free or Reduced Meals

Parents are encouraged to apply online for free or reduced meals. Application for the National School Lunch and Breakfast Program can be found on the district website.

2023 – 2024 Meal Prices		
Breakfast	Regular Price	\$1.45
	Reduced Price	\$.30
	Milk	\$.50
Lunch	Regular Price	\$3.00
	Reduced Price	\$.40

Cafeteria Procedures

For you to better understand daily operations in the DLSD cafeterias, please review the following procedures:

- A computerized debit system is in place in all schools. Every student has been assigned a PIN, which is their student ID number. Students must enter their PIN regardless if they have cash or are using money in their account.
- Any amount of money may be sent in for your child's cafeteria account.
- Please contact the Director of Food Services or visit SchoolCafe.com/deerlakes if you wish to restrict your child's access to ala carte items, breakfast and additional purchases. Students will be allowed to purchase extras unless the district receives parental notification.
- Students may pay cash each day for purchases. Maintaining a balance is encouraged, but not required.
- Students are expected to have money in their account in anticipation of purchases, unless they are paying with cash. Substitutions may be provided for students with special dietary needs.
- Balances from the previous school year will be available for use on the first day of school. Please remember that any money remaining at the end of the current school year will be forwarded to the following school year; refunds will not be issued unless a student is withdrawing from the district or is graduating.
- Students eligible for free meals do not need to make deposits. However, they are welcome to deposit money for extras. The system is coded to recognize that your child is free or reduced when they enter their PIN. Therefore, a child's status remains completely confidential.
- Please make all checks payable to Deer Lakes Cafeteria Fund. Checks returned from the bank are subject to a \$25 service fee.
- Parents may view a detailed activity report on www.SchoolCafe.com/DeerLakes at any time for their child's account. The report will outline every transaction on your child's account. If you require a report, please contact the Director of Food Services.
- On 2-hour delay days, breakfast will be served. Cold Breakfast only will be available at MS/HS from 9:30-9:45. The cafeterias will mostly follow the regularly scheduled lunch menu.

Conduct in the Hallways

To ensure safe passage through the halls both between classes and during classes, students are expected to keep the following in mind:

- Keep halls open to traffic by walking to the right. Do not block traffic by standing in groups. Keep in mind that passing time between classes this year is only three minutes.
- Pass through the corridors quietly. Be considerate of others in the halls and in classrooms. This rule must be followed at lunch times.
- Refrain from running, pushing and other unsafe activities while in the hallways.
- Respect your school. Deposit all trash in proper containers.

Hall Pass Procedures

Students will not be permitted in the hallways or the restroom during class periods unless they have a hall pass issued by a teacher. It is important therefore that students use the restroom between classes in such a way that will not cause congestion or crowding. Staff members will closely monitor the restroom areas and keep the flow of traffic around them to a minimum.

Student Conduct at All School Events

All students are expected to do their very best to exercise self-discipline and good behavior at all times, at all school events and activities. All school rules must be followed as if a regular school day were in progress. A student may be excluded from all Deer Lakes School District events, if his or her conduct is not appropriate.

Courtesy must be shown toward all visitors, hosts, opponents, and officials. Inappropriate chants or cheers, booing opponents or officials are unacceptable behaviors. Despite your feelings at the moment, courtesy and good sportsmanship are recognized traditions in the Deer Lakes School District.

Weapons (Deer Lakes School District Policy 218.1)

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

For the Halloween festivities, students may not have a toy (facsimile) sword, knife, gun, or weapon as defined in the Firearms/Weapons Policy as part of a Halloween costume.

Controlled Substances/Paraphernalia (Deer Lakes School District Policy 227)

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

Definitions

For purposes of this policy, **controlled substances** shall include all:[1][2]

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.[3][4]

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.[5][6][7]

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[8][9][10][11][12][13]

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property **or during nonschool hours to the same extent as provided in Board policy on student discipline.**[14]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.[15][16][17]
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.
3. {X} Provide education concerning the dangers of abusing controlled substances.
4. {X} Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Guidelines

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.[14][18][19]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[13][15][16][20][21][22]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[13][20][23]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.[13][16]

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

{X} No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.[24]

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.[18][25]

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

Tobacco & Vaping Products (Deer Lakes School District Policy 222)

Please see the policy hyperlinked above.

Electronic Devices (Deer Lakes School District Policy 237)

Please see the board policy hyperlinked above.

Locker Rules and Expectations

Students are assigned lockers for the storage of books, equipment, and materials with school purposes. Each student will be assigned a combination lock with which to secure his or her locker. It is strongly recommended that the assigned combination remain a secret to the locker owner. The school is not responsible for articles lost or stolen from the locker.

Students should get study materials for their morning classes before 1st period and material for their afternoon classes after lunch. No one should leave class to go to their locker. Students may use lockers at the following times.

1. Before first period.
2. Before and after lunch.
3. Before and after gym class.
4. At the end of the school day.

Students shall have no expectation of privacy in their locker, and the building administration reserves the right to inspect lockers at any time by any means. Any item disclosed by a search can be used for disciplinary action and may be turned over to law enforcement officials. Locker searches may include an individual locker or a series of lockers depending upon the need.

Official police dogs may be used to search lockers.

Combination Locks are the property of Deer Lakes School District. Students are responsible for their assigned locks. If the lock is damaged or lost, the student will be responsible for its replacement.

Lost and Found

Students who find lost articles are asked to take them to the office where their proper owner can claim them. Items that are turned into the office will not be kept beyond the end of each nine-week grading period. Students who have lost articles should inquire at the office for the possible return of their articles and materials.

Fire Drills and other Emergency Drills

All students must learn and follow correct emergency drill procedures that maintain safety for themselves and their fellow students. Directions and procedures are posted in each teacher's room. Teachers will make sure the following directions and procedures will be observed:

1. When the fire alarm is sounded, students are to move quickly and quietly without shouting, running, or pushing to the designated exit specified by the teacher.
2. Gaps in student lines are to be kept closed. Students are not to linger and loiter in order to be with friends. It is mandatory that students remain together in a group.
3. Students in the nurse's office or restrooms are to vacate the building as quickly as possible.
4. Students must always follow the directions given to them by teachers.
5. The school administrator will give the signal when students may return to the building and their classrooms.
6. Students will return quietly and quickly to their classroom.

In addition to fire drills, the Deer Lakes School District conducts other emergency drills throughout the year. Students are instructed on the procedures for each of these drills prior to practicing. These drills may include, but are not limited to, severe weather, building intruder, and outside contamination.

Use of Student Photos and Interviews for Publicity

Individual and/or group interviews, photographs or videos of students may be taken during the school year for use in district publications, on the Internet, or by the local media. These methods are used to inform the community about the district's educational philosophy as well as its programs, services, and special events. The Deer Lakes School District also facilitates positive media publicity by arranging interviews and/or photographs of its students.

If you DO NOT want your child's photograph to appear in any of these publications and/or if you DO NOT want your child to be interviewed for publicity purposes, please notify your child's building principal.

Extracurricular Activities (Deer Lakes School District Policy 122)

The Board recognizes the educational values inherent in student participation in extracurricular activities and supports the concept of student organizations for such purposes as building social relationships, developing interests in a specific area, and gaining an understanding of the elements and responsibilities of good citizenship.

For purposes of this policy, extracurricular activities shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.

Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following:

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet. The Superintendent or designee shall develop and disseminate administrative regulations to implement the extracurricular activities program. All student groups shall adhere to Board policy and administrative regulations.

Deer Lakes Student Code of Conduct

“We, the students of the Deer Lakes School District, will act in a respectful manner with concern towards our environment to obtain an optimal learning environment. We realize that our mission is to do our best in the learning process. To do this we will be responsible for our own actions. We will act with concern toward ourselves, others, and the environment and we will take full advantage of our learning opportunities.”

Key Points

- I. Responsibility
 - a. To observe school code
 - b. To act in a responsible manner
 - c. To be responsible for my own action.
- II. Respect
 - a. To respect myself
 - b. To respect others
 - c. To respect property
 - d. To respect school personnel
- III. Concern
 - a. Concern for my well being
 - b. Concern for the well-being of others
 - c. Concern for the environment
- IV. Learning
 - a. To take full advantage of learning opportunities
 - b. To do my best
 - c. Do not CHEAT

For your information, refer to the following pages for detailed information regarding disciplinary concerns. **To ensure the fair and reasonable application of the Deer Lakes School District Discipline Policy, it is hereby stated that active administration, based upon certain knowledge of situation or circumstance, exercise sound professional judgment and discretion in the fulfillment of their duties in relation to discipline. All exercise of this nature shall remain subordinate to the disposition of the Superintendent of Schools.**

Detention Guidelines

- The serving of detention on the days assigned is the responsibility of the student. If a student fails to serve on the originally assigned date, he/she will be assigned a second date. Failure to serve on the second date will result in an in-school suspension. No reminder will be issued by the office.
- A change in days for a student's assigned detention can only be made through a phoned parental request.
- Any student absent on the day of an assigned detention is required to serve that detention on the day they return to school. **No reminder will be issued from the office.**
- Detention will be conducted from 2:37 p.m. – 3:30 p.m.
- All students assigned to detention must bring with them enough class-related work to remain academically occupied for the entire assigned detention period. No talking at any time is permitted in the detention room.

Saturday Detention Guidelines

- Only the Principal may assign a student to a Saturday Detention. An email or phone call shall be used to notify parent(s) or guardian(s) of the student's Saturday.
- The Saturday Detention monitors will be given the names of the students and their schedules.
- Students report to Saturday Detention as assigned. Absences due to emergencies or illness will have the Detention rescheduled. Failure to report to a rescheduled Detention will result in an Out of School Suspension. Exception to this will require a doctor's excuse.
- Saturday Detention will be conducted from 8:30 a.m. to 12:00 noon. Students arriving after 8:30 a.m. will be considered late and will receive no credit for Saturday Detention. Transportation is parental responsibility. Parents must sign their child in and out of Saturday Detention.
- Students attending Saturday Detention must bring books and study material. Students will not be allowed to go to a locker. They must gather their materials on the previous Friday for Saturday Detention. Work must be completed as required by the teacher that assigned the work.

- There will be no eating, drinking, sleeping, talking, or use of any electrical amusement device in Saturday Detention.
- All normal school rules apply.

Suspension

- The designated In-School Suspension can be assigned in single or multiple day increments.
- Out of School Suspension is described as such and in accordance with the appropriately outlined step within the policy.
- The procedure for a 10-day Out of School Suspension is as follows:
 1. Three (3) Day Out of School Suspension given upon initial conference with students and parent/guardian
 2. Conference on or before the 3rd day with student and parent/guardian
 3. Student returns to school with all homework assignments

A student cannot participate in any extracurricular activity while on suspension, whether In-School Suspension or Out of School Suspension.

Transportation Safety Guidelines

The child's safety is a major concern of the school, but the cooperation of the home and school is necessary to build proper habits of safety. Students who walk to school or to bus stops are to:

1. Arrive at the bus stop ten minutes before the arrival of the bus.
2. Respect the property of others, do not cross or walk on lawns, litter, or damage in any way.
3. Walk on the sidewalk. Where no sidewalk exists, walk facing traffic.
4. Refrain from playing games on the road while waiting for the school bus.
5. Obey the special patrol person or crossing guard.
6. Refuse to enter or approach strange automobiles.
7. Go directly to school or home before beginning to play.
8. Be considerate of smaller children.
9. Be courteous and quiet on the school bus to help the driver avoid accidents.

Student Responsibilities

1. Ride only the bus to which they have been assigned. Parents should not request permission for their children to ride another bus unless it is an absolute emergency after discussion with building principal.
2. Walk on the left side of the highway facing traffic where there are no sidewalks.
3. Do not play games on the road while waiting for the bus.
4. Wait until the bus comes to a complete stop before boarding or leaving a seat.
5. Go directly to assigned seat when boarding the bus.
6. Keep books, lunches, etc., on your lap - not in the aisle of the bus.
7. Keep all parts of the body (hands, arms and head) in the bus.
8. Talk quietly with your seat mate, but not with the driver when the bus is in motion.
9. Get off only at assigned stops unless you have written consent of the principal, transportation director, or designee.
10. Cross the road in front of the bus immediately after discharge.

Bus Rules and Regulations

1. The bus driver is in charge of the bus just as the teacher is in charge of the classroom.
2. Any type of student misbehavior or irregularity which tends to distract the driver, or threatens the safety of passengers, and interferes with the safe operation of the bus must be reported by the driver to the principal.
3. If the misbehavior recurs, the transportation department will send a written report to the principal who will contact the student and parent.

4. If the misbehavior continues, the student may receive a disciplinary measure which may include a bus suspension.
5. The district desires the cooperation of drivers, students and parents in keeping our buses safe. Parents should feel free to contact the school to discuss any problems or concerns.

Deer Lakes Middle School Discipline Guidelines

Level I Misbehaviors

Level I Misbehaviors are handled by individual staff member with administrative intervention as required. Action based on teacher and administrative judgment at local school level. Options include, but are not limited to: verbal reprimand, referral to counselors, withdrawal of privileges, detention, conference or other action as needed. If a punitive consequence is issued, parents will be called or emailed.

Student Behavior	First Offense	Second Offense	Third or More Offenses
Abusive Language (profanity/vulgarity)	1-3 lunch detentions at the discretion of staff/administration	1-3 detentions at the discretion of staff	1-3 days of in-school suspension for each additional violation
Cafeteria Misbehavior	1-3 lunch detentions or reprimand at discretion of staff on duty.	Written referral to administrators; detention or in-school/out-of-school suspension	Additional offenses/admin. Judgment - parental notification/ in-school/out-of-school suspension
Cheating on an Assignment	Staff response according to classroom rules and regulations which can include an additional attempt and/or modified grade on the assignment. Subsequent offenses can include a zero in the gradebook as additional punitive consequences from administration which include but aren't limited to in-school suspension, detention, lunch detention, or Saturday detention.		
Classroom Disturbance	Staff response according to classroom rules and consequences.		

Disregard for School Rules	Staff response according to classroom rules and consequences.		
Dress Code Violation	At administration discretion; per School Board Policy 221		
Hallway Misbehavior	1-3 lunch detentions; 1-3 detentions; at administrative discretion	1-3 detentions; 1-3 days of in-school suspension	1-3 days of in-school suspension; 1-3 days of out-of-school suspension
Horseplay	1-3 lunch detentions; 1-3 detentions; at administrative discretion	1-3 detentions; 1-3 days of in-school suspension	1-3 days of in-school suspension; 1-3 days of out-of-school suspension
Undocumented/Improper Hall pass usage	Loss of hall pass privileges for four weeks	1-3 detentions; 1-3 days of in-school suspension; at administrative discretion	1-3 days of in-school suspension; 1-3 days of out-of-school suspension; at administrative discretion
Library Misbehavior	Library suspension for a period of time at the discretion of the librarian/administration	1-3 detentions; 1-3 days of in-school suspension; at administrative discretion	1-3 days of in-school suspension; 1-3 days of out-of-school suspension; at administrative discretion
Lying	Staff response according to classroom rules and consequences.		
Public Display of Affection	Staff redirection	1 Detention	1 day of in-school suspension for each subsequent
Unauthorized use of cell phone/electronic devices during instructional time	Verbal and/or written warning	1-3 Detentions; 1-3 lunch detentions; phone confiscated in main office until end of the school day	1-3 detentions; Saturday detention; phone confiscated in main office until end of the school day

Level II Misbehaviors

Level II Misbehaviors require administrative intervention. A continuation of Level I Misbehaviors.

Student Behavior	First Offense	Second Offense	Third or More Offenses
Cheating on a test/plagiarism	1-3 days of in-school suspension and a 0% with no credit given for the test; at administrative discretion		
Class Cutting	2 detentions; 0% will be given for each day or "cut"	1 day of in-school suspension; 0% will be given for each day or "cut"	Saturday detention; parent conference for additional class cut; 0% will be given for each day or "cut"
Disruptive Classroom Behavior	1 detention	1 day of in-school suspension	Referral to legal authorities when appropriate; 1-3 days of in-school suspension; Saturday Detention
Inappropriate use of internet/computers	At administrative discretion; 1-3 detentions, 1-3 days of in-school suspension; 1-3 days of out-of-school suspension		
Leaving classroom without permission	1 day of in-school suspension	1 Saturday detention	1-3 days of in-school or out-of-school suspension with parent conference
Obscene Language	1 day of in-school suspension	1-3 days of out of school suspension	1-5 days of out-of-school suspension; administrative discretion; informal hearing with administration if necessary
Tardiness to class	3 tardies = 1 lunch detention	6 tardies = 1 day of detention	1 Saturday detention for each tardy over 6
Third party Encouragement to Fight	1 detention	1 day of in-school suspension	1 Saturday detention
Unauthorized area	1 day of in-school suspension; loss of hall pass privileges for 4 weeks	3 days of in-school suspension; loss of hall pass privileges for 4 weeks	1-3 days of out-of-school suspension; loss of hall pass privileges for 4 weeks
Use of forged notes, passes, excuses (falsifying or altering)	1 day of in-school suspension; loss of hall pass privileges for 4 weeks	3 days of in-school suspension; loss of hall pass privileges for 4 weeks	1-3 days of out-of-school suspension; loss of hall pass privileges for 4 weeks
Unsafe act/other behaviors unbecoming of a Deer Lakes student	At the discretion of administration		

Level III Misbehaviors

Level III Misbehaviors do not seriously endanger health or safety of others. They might be criminal in nature but are handled through the school discipline mechanism – a continuation of Level II Misbehaviors.

Student Behavior	First Offense	Second Offense	Third or More Offenses
Disrespect for school authority (open defiance, abusive language, insubordination)	1 day of in-school suspension	1 Saturday detention	Out-of-school suspension; parent conference; referral to outside agency as necessary
Ethnic Intimidation	Administration discretion; referral to legal authorities as necessary		
Extortion	Administration discretion; referral to legal authorities as necessary		
Fighting	1-3 days of out-of-school suspension; referral to legal authorities	5 days of out-of-school suspension; informal hearing with parents; referral to legal authorities	10 days of out-of-school suspension; referral to legal authorities; consideration given to an alternative educational placement within/outside of the district setting
Minor Altercation	Administration discretion; referral to legal authorities as necessary		
Leaving school without permission	1 day of in-school suspension	3 days of in-school or out-of-school suspension for each additional violation; parent conference upon return	
Possession of Pornographic Materials	Administration discretion; referral to legal authorities as necessary		
Possession and/or use of tobacco/vape products	1-3 days of in-school or out-of-school suspension; parent conference; SAP referral	Up to 5 days of in-school suspension; informal hearing with parent	Up to ten days of out-of-school suspension; parent conference; possible expulsion hearing
Possession and/or use of over-the-counter medication/prescription medication	1-3 days of in-school or out-of-school suspension; parent conference; SAP referral	Up to 5 days of in-school suspension; informal hearing with parent	Up to ten days of out-of-school suspension; parent conference; possible expulsion hearing

Sexual Harassment	In accordance with Board Policy		
Tampering with fire extinguisher	1-3 days of in-school or out-of-school suspension; referral to legal authorities	5 days of out-of-school suspension; informal hearing with parents; referral to legal authorities	10 days of out-of-school suspension; referral to legal authorities; consideration given to an alternative educational placement within/outside of the district setting
Theft	1-3 days of out-school suspension, 45 days of school probation; parent conference, referral to legal authorities as necessary, other sanctions at the discretion of the administration		
Illegal use of cell phones/electronic devices (recording fight, posting fight to internet, unauthorized recording of conversation)	1-3 days of out-of-school suspension; referral to legal authorities if warranted	Up to 5 days of out-of-school suspension; referral to legal authorities; informal hearing with parent	Up to 10 days of out-of-school suspension; referral to legal authorities; informal hearing with parent
Harassment/Bullying/Cyberbullying	Administrative Discretion based upon the severity of the incident and previous incidents. Consequences could include: counseling within the school; parental conference; loss of school privileges as defined by the administrator, transfer to another classroom or bus, exclusion from school sponsored activities, detention, suspension, expulsion and/or referral to law enforcement.		

Level IV Misbehaviors

Level IV Misbehaviors may be criminal and require administrative actions that result in immediate removal of a student from school, the intervention of Law Enforcement authorities, and official Board action for possible expulsion.

Student Behavior	First Offense	Second Offense	Third or More Offenses
Arson	Notify police; ten (10) day Out of school suspension; notify parent/guardian; submit complete and accurate report to the Superintendent for Board action; due process hearing; possible expulsion or placement in Alternative Education Program.		
Assault/Battery	Notify police; ten (10) day Out of school suspension; notify parent/guardian; submit complete and accurate report to the Superintendent for Board action; due process hearing; possible expulsion or placement in Alternative Education Program.		
Bomb Threats	Notify police; ten (10) day Out of school suspension; notify parent/guardian; submit complete and accurate report to the Superintendent for Board action; due process hearing; possible expulsion or placement in Alternative Education Program.		
False Alarm	Notify police; ten (10) day Out of school suspension; notify parent/guardian; submit complete and accurate report to the Superintendent for Board action; due process hearing; possible expulsion or placement in Alternative Education Program.		
Furnishing, Selling, Possession and/or Under the Influence of Illegal Substances, Alcohol and/or Paraphernalia	Notify police; ten (10) day Out of school suspension; notify parent/guardian of incident and need for drug assessment prior to return to school; submit complete and accurate report to the Superintendent for Board action; due process hearing; possible expulsion or placement in Alternative Education Program. Upon returning to school, student will be referred to SAPteam. For additional student limitations, please refer to District Co-curricular Rules and Regulations.		

Prohibiting Teacher or Administrator from Establishing/Maintaining Institutional Control.	Up to three (3) days Out of school suspension and possible notification to police.	Notify police; ten (10) day Out of school suspension; notify parent/guardian; submit a complete and accurate report to the Superintendent for Board action; due process hearing; possible expulsion; placement in Alternative Education Program.
Possession/Use of Fireworks and/or Fire or Stink Bombs	Notify police; 10 day out of school suspension; notify parent/guardian; submit complete and accurate report to the Superintendent for Board action; due process hearing; possible expulsion or placement in Alternative Education Program.	
Possession/Use/Transfer of Dangerous Weapons	<i>Follow District Weapons Policy</i>	
Sexual Act Between Two Students	A sexual act performed by a student or students which includes sexual intercourse, sexual contact or other behavior intended to result in sexual gratification will result in: notify parent/guardian; notify police; submit complete and accurate report to the Superintendent for Board action; due process hearing; possible expulsion; placement in an Alternative Education Program.	
Teacher/Administrator Abuse/Verbal/Physical	Teacher contact parent/guardian; minimum one (1) day In school suspension; up to three (3) days out of school suspension Ten (10) days Out of school suspension; notify police; notify parent/guardian; submit a complete and accurate report to the Superintendent for Board action; due process hearing; possible expulsion; placement in Alternative Education Program.	
Terroristic Threats/Acts	Up to ten (10) days Out of school suspension; notify police; notify parent/guardian; submit a complete and accurate report to the Superintendent for Board action; due process hearing; possible expulsion; placement in Alternative Education Program.	
<p style="text-align: center;"><u>Definition of Terroristic Threats/Acts</u></p> <p>The School District recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community. The School District acknowledges the need for an immediate and effective response to a situation involving such a threat or act. The School District prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board Member, community member or school building. A terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. A terroristic act shall mean an offense against property or involving danger to another person.</p>		
Threats against Teacher/Administrator	Up to ten (10) days out of school suspension; notify police; notify parent/guardian; submit a complete and accurate report to the Superintendent for Board action; due process hearing; possible expulsion; placement in Alternative Education Program.	
Vandalism	Three (3) days out of school suspension; restitution; report to Superintendent; (Pecuniary loss of \$149.99 or less) notify police for summary offense citation. Five (5) days out of school suspension; restitution; report to Superintendent; (Pecuniary loss of between \$150.00 and \$499.99) notify police for processing criminal filing of a 3 rd degree misdemeanor. Ten (10) days out of school suspension; restitution; social probation; report to Superintendent for possible Board action. (Pecuniary loss of \$500.00 or greater) Notify police for processing criminal filing that is appropriate under PA Title 18.	

LEVEL V PROCEDURES FOR REPEATED ACTS OF MISCONDUCT LEADING TO CONSIDERATION FOR EXPULSION BY THE SCHOOL BOARD.

I. OFFENSES THAT LEAD TO EXPULSION FROM SCHOOL WILL INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. A continuation of unmodified LEVEL I, LEVEL II, LEVEL III, and LEVEL IV misbehaviors as presently described in the Deer Lakes School Policy.
2. Continued insubordination (defined as disobedient; not submitting to authority)
3. Continued disruptive behavior that interferes with other student's rights to an education.
4. Conviction or pleas of guilty to any state or federal law.

II. ADMINISTRATIVE PROCEDURE

1. Individual in school counseling may be given by the appropriate counselor for each infraction of the rules that results in a suspension being assigned. Referral to Pupil Personnel team for continued infractions resulting in disciplinary consequences as per administrative discretion.
2. Six separate instances of suspension whether in school or out of school suspension, may result in a referral to the SAPTeam or staffing may be scheduled to discuss the student and the infractions on an in-depth basis.
3. In the event that a recommendation for a psychological evaluation is forthcoming from this staffing, formal referral procedures will need to be followed.
4. A ten(10) day Out of School Suspension will be used when the student appears to be a clear and present danger to the health, welfare, and safety of self and/or others.
5. Disciplinary procedures for exceptional students will adhere to State and Federal requirements which govern Special Education:
 - a. Parent notification of a Multidisciplinary Team Meeting.
 - b. Multidisciplinary Team Meeting.
 - c. Individual Education Program review/revision.
 - d. Notice of Recommended Educational Placement presented for parent approval.

III. PROCEDURE TO BE FOLLOWED IN PURSUING A RECOMMENDATION FOR EXPULSION FROM SCHOOL.

1. The student will be placed on a 10-day Out of School Suspension from school status pending further action.
2. Attempts will be made to notify the parent(s)/guardian(s) of the suspension. The parent(s)/guardian(s) will be requested to come immediately to school for a conference and also to transport the student home.
3. A formal MEMORANDUM requesting consideration of expulsion for the student will be prepared for submission to the Superintendent of Schools and will be forwarded to his or her office with all
4. supporting data. The MEMORANDUM will include a listing of the charges being brought against the student along with written documentation of all alleged misbehaviors.
5. A date for the expulsion hearing before the Board will be established within the 10-day suspension period.

SCHOOL VEHICLE REGULATIONS - MIDDLE SCHOOL

The Deer Lakes School District and the State of Pennsylvania have provided the privilege of transportation to all eligible students. All traveling students are charged with the responsibility of showing proper respect for the driver and for the school program. Based on a "School Bus Conduct Report" completed by a driver, students may be

denied the privilege of being transported to and from school for the following reasons. Students are responsible to observe all rules and regulations posted within each vehicle.

Student Behavior	First Offense	Second Offense	Third Offenses
Pushing or disorderly rushing to the proper school vehicle exit while loading or unloading.	Phone or written notification home.	Retention	3 day bus suspension
Using abusive language	1 day bus suspension	3 day bus suspension	5 day bus suspension Informal hearing
Loud and boisterous noise or indecent gestures that could distract the driver.	1 day bus suspension	3 day bus suspension	5 day bus suspension Informal hearing
Spitting or throwing trash on the floor of the school vehicle.	Phone or written notification home.	1 day bus suspension	3 day bus suspension
Illegal Substances or hazardous objects or materials on the school vehicle.	See School Discipline Policy		
Refusing to sit in a seat assigned by the driver.	1 day bus suspension	3 day bus suspension	5 day bus suspension Informal hearing
Throwing objects through the air.	1 day bus suspension	3 day bus suspension	5 day bus suspension Informal hearing
Gambling in any form on the school vehicle	Phone or written notification home.	3 day bus suspension	5 day bus suspension Informal hearing
Use of any tobacco product while traveling to or from school.	Refer to School Policy		
Moving through the school vehicle while vehicle is in motion.	Phone or written notification home.	3 day bus suspension	5 day bus suspension Informal hearing
Boisterous and annoying yells to the passing public	Phone or written notification home.	3 day bus suspension	5 day bus suspension Informal hearing
Possessing or distributing obscene pictures or materials while on the school vehicle	See School Discipline Policy		
Tampering with emergency windows, doors or roof vents or unauthorized use of emergency exits.	3 day bus suspension	5 day bus suspension Informal hearing	10 day bus suspension Informal hearing
Marking or destroying any part of the school vehicle	See School Discipline Policy for Vandalism		

Harassment/Bullying	See corrective measures for harassment/bullying at the secondary level.		
Striking or fighting with any member of the traveling group.	See corrective measures for fighting at the secondary level.		
Placing arms or parts of body out of window	5 day bus suspension Informal hearing	10 day bus suspension Informal hearing	10 day bus suspension and school board hearing
Throwing objects or materials from the school vehicle with intent to injure persons or property.	10 day bus suspension Informal hearing	10 day bus suspension and school board hearing	10 day bus suspension and school board hearing

Ethnic Slurs	3 day bus suspension	day bus suspension informal hearing	10 day bus suspension Informal hearing
Combination of offenses	Discipline assigned at the discretion of the Principal		
Unsafe acts that endanger the safety of others	Discipline assigned at the discretion of the Principal		
Disrespectful behavior toward school vehicle driver	Discipline assigned at the discretion of the Principal		
Entering or exiting a school bus at an undersigned stop without prior permission	Phone call home or written notification	day bus suspension	3 day bus suspension; informal hearing

THE ABOVE RULES ARE ESTABLISHED FOR THE SAFETY OF ALL CHILDREN AND THE CONCERN THE BOARD HAS FOR THOSE WHO RIDE SCHOOL VEHICLES.

Bullying/Cyberbullying (Deer Lakes School District Policy 249)

Please click the above hyperlinked policy.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[2][3]

Confidentiality: Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation: Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.[1]

Education

The district (may/shall) develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences for Violations: A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another educational option, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy.
10. SAP Referral.

The Deer Lakes School District takes incidences of harassment and bullying very seriously. The following definition of harassment and elements of bullying will be enforced. Response to infractions will be addressed as Level I, II, or III and in accordance with the Discipline chart upon investigation.

Bullying is characterized by the following three criteria:

1. It is aggressive behavior or intentional "harm doing"
2. It happens when someone with more power unfairly and intentionally hurts someone with less power. The hurt may be physical, social, or emotional.
3. It is carried out repeatedly and over time.

Harassment: (defined) with intent to annoy, harass or alarm another

1. He/she strikes, shoves, kicks, or subjects to physical contact or attempts to threaten to do so.
2. He/she follows a person in or out of a public place.
3. He/she engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purposes.

Unlawful Harassment Policy

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of harassment. For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

Acceptable Use of Internet, Computers and Network Resources (Deer Lakes School District Policy 815)

The Board supports use of the district's computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. This policy represents the district's good faith efforts to promote the safe, ethical, responsible, and legal use of the Internet, computers and network resources; support the effective use of the district's Internet, computers and network resources for educational purposes; protect users against potential dangers in their use of the Internet, computers and network resources; and ensure accountability. The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means. The district's Internet system has a limited educational purpose, which includes use of the system for classroom activities, continuing education, and professional or career development. The district's Internet system has not been established as a public access system or public forum. The district reserves the right to place restrictions on use to ensure its limited educational purpose. Students may not use the system for personal or commercial purposes. Staff may use the system for personal purposes if such use is limited, but not commercial purposes. Staff may use the district Internet system for communications related to collective bargaining and union organizational activities. For instructional purposes, the use of Internet, computers and network resources shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Visitors

At Deer Lakes, we strive to promote a strong partnership between home and school. As such, we welcome your visits to our schools. The students enjoy having you here as well. However, in order to maintain the best possible environment for students, we would like to remind you of our procedures. The district is also requesting that any parent/guardian who needs to meet with a teacher must make an appointment through the School Office. Also, the district is requesting that all visitors who are volunteering at the school must show picture identification to the office secretary. Additionally, any item that is brought to the school for a student must be left in the building's main office and cannot be delivered by the parent/guardian to the classroom. These steps are being implemented to provide the district better control of the people who enter our building on a daily basis, and, most importantly, to protect the safety and well-being of the children in our care.

Persons wishing to visit a school should make arrangements in advance with the school office in that building. Upon arrival at the school, visitors must register at the office where they will sign in and sign out, receive a badge, and receive instructions. After the start of the school day, only one (1) entrance shall be used by visitors to the school. All other entrances shall be locked. All staff members shall be responsible for requiring a visitor demonstrate that s/he has a visitor's badge. No visitor may confer with a student in school without the approval of the principal.

Interscholastic Athletics (Deer Lakes School District Policy 123)

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement. The program fosters the growth of school loyalty within the student body as a whole and stimulates community interest. The game activities and practice sessions provide opportunities to teach the values of competition, sportsmanship, and teamwork. The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association.

The Board directs that no student may participate in interscholastic athletics who has not:

1. Met the requirements for academic eligibility.
2. Complied with the requirements of the regulations for organized school groups, as stipulated in the student handbook, and Board policies and administrative regulations related to student discipline.
3. Maintained a record of academic proficiency sufficient to ensure that participation in interscholastic athletic activities will not interfere with academic achievement.
4. Attended school regularly.
5. Been in attendance on the day of the athletic event or practice for the hours required.
6. Returned all school athletic equipment previously used. Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Student Code of Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, which would violate the Student Code of Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Each school year, prior to participation in an interscholastic athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following:

1. A Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

Student Council

Student Council representatives and officers are elected by grade level each year. Members are responsible for planning dances, other school activities, and for bringing student concerns to the attention of the sponsor and administration.

Dances

School dances will be sponsored by groups directly related to the Deer Lakes Middle School.-

Students attending the dance should not arrive earlier than 7:15 pm and must be picked up no later than 10:15 pm.

The following rules govern dances:

1. Tickets are sold in the cafeteria and before school during the week of the dance.
2. **No tickets are sold at the door.**
3. No students from other schools are permitted.
4. School rules that apply during the day are in effect.

The school dress code will be strictly enforced. Non-compliant students will be denied entrance into the dance.

Sports

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement. The program fosters the growth of school loyalty within the student body as a whole and stimulates community interest. The game activities and practice sessions provide opportunities to teach the values of competition, sportsmanship, and teamwork.

Throughout the year announcements will be made to the student body concerning tryouts for various interscholastic team sports.

Seventh and eighth grade students are invited to sign up for tryouts. The following Deer Lakes High School interscholastic team sports are available to seventh and eighth grade middle school students:

Fall Sports	
Basketball (Girls)	Cross Country (Boys & Girls)
Soccer (Boys & Girls)	Football (Boys)
Cheerleading (Girls)	

Winter Sports	
Basketball (Boys)	Cheerleading (Girls)

Springs Sports	
Baseball (Boys)	Softball (Girls)
Volleyball (Boys)	

After school activities are a vital and integral part of a student's education. While many of our students lend their talents as an active participant, some find enjoyment in an auxiliary manner. The support that they show towards their peers is to be commended and appreciated.

Athletic events at the middle school level usually take place in the late afternoon. Spectators that attend events after regular school hours (7:45–2:33) do so of their own free will and accept the responsibility of obtaining transportation to and from the event/game. While it is convenient for many students to “hang around” until the contest begins, it is not encouraged by the school district. Students that choose to stay on school grounds must report to the gym, sit in the bleachers and work on their academics until the game/event commences.

Once the game/event begins, spectators are monitored by either staff members or game managers.

Academic Eligibility for Athletics

Students in grades seventh and eighth participating in athletics and activities are encouraged to have passing grades in all of their subjects as reported in a weekly accumulated grade measured from the beginning of the grading period. Students who receive failing grades will be encouraged to make a concentrated effort during Tutorial time to raise academic performance.

Under the direction of the faculty athletic manager, students in grades seven and eight who participate in athletic activities will have their cumulative nine weeks grades reviewed at the end of each week. Students who fail to maintain passing grades shall be ineligible from participation in athletic activities for a one-week period of time as measured from the next period of time, Monday through Sunday, following the report of eligibility. These students and coaches will be informed of their status in a timely manner.

The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association.

The Board directs that no student may participate in interscholastic athletics who has not:

1. Met the requirements for academic eligibility.
2. Complied with the requirements of the regulations for organized school groups, as stipulated in the student handbook, and Board policies and administrative regulations related to student discipline.
3. Maintained a record of academic proficiency sufficient to ensure that participation in interscholastic athletic activities will not interfere with academic achievement.
4. Attended school regularly.
5. Been in attendance on the day of the athletic event or practice for the hours required.
6. Returned all school athletic equipment previously used. Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Student Code of Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Student Code of Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Each school year, prior to participation in an interscholastic athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following:

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

Public Records

The Deer Lakes School Board recognizes the importance of public records as the record of the district's actions and the repository of information about the district.

Discrimination/Title IX Sexual Harassment Affecting Students (Deer Lakes School District Policy 103)

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment.

Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[22]

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of

supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.[18][20][23][24]

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.[18][19][20][23]

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary or placement requirements established by state law and Board policy.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.

Retaliation

The Board prohibits retaliation by the district or any other person against any person for:

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Supportive measures shall mean non-disciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.

5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
 - b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Superintendent, as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:

Address: 19 East Union Road, Cheswick, PA 15024

Email: babarnes@deerlakes.net

Phone Number: 724-265-5300 x 1213

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.[37]
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:

1. Loss of school privileges.
2. Permanent transfer to another classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

Nondiscrimination – Qualified Students with Disabilities (Deer Lakes School District Policy 103.1)

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

Exemption from Instruction (Deer Lakes School District Policy 105.2)

The district shall excuse any student from specific instruction, subject to the following conditions:

1. To assist the school district in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction from which the student is to be excused.
2. The written request to be excused shall be sent by the parent/guardian or student to the building principal. One (1) copy of the request shall be retained in the student's permanent school records, one (1) copy kept by the school principal, and one (1) copy submitted to the teacher from whose instruction the student is to be excused.
3. It shall not be the responsibility of the district or any of its employees to ensure that the student exercises his/her right to be excused in accordance with a parental request. It shall be the responsibility of the student to request permission to leave class when the specific instruction objected to is presented. When the student seeks to be excused, the teacher shall excuse the student if the teacher or principal has a copy of the written request and the written request adequately describes the specific instruction.
4. The written request must contain a statement that the specific instruction described conflicts with the religious beliefs of the student or of the parents/guardians.
5. The parent/guardian and/or student may request suggested replacement educational activities. The only permissible educational activity for this purpose shall be in the nature of replacement instruction that is consistent with the learning objectives set for the course and does not require the provision of any extra resources by the district.
6. The building principal shall determine where the student shall report during the time the student is excused.

All students excused from specific instruction shall be required to achieve the academic standards established by the district as necessary for graduation.

Students may refuse to dissect, vivisection, incubate, capture, or otherwise harm or destroy animals, or animal parts, as part of their course of instruction. A student who chooses to refrain from participation in or observation involving dissection shall be offered an alternative education project to obtain the factual knowledge, information or experience being taught. A student shall not be discriminated against based upon his/her decision not to participate.

Parent/Guardian Request

Parents/Guardians may request information regarding the professional qualification of their child's or children's teacher(s) providing instructional services.

Closings

School delays and emergency closings will be announced over local radio/TV stations, internet access, or our district Alert Now System. To ensure your child's safety, prior arrangements to accommodate students when school is not in session should be made.

Transportation (Deer Lakes School District Policy 810)

Transportation for students shall be provided in accordance with existing law.

The school bus driver shall be responsible for the discipline of students while they are being transported. The principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.

Each child will be assigned one bus assignment only for commute to school and from school. A student may have a different a.m. bus stop pick up point than his/her p.m. drop-off point; however, each bus stop must remain the same for each day of the week. In order for a student to have multiple bus assignments the parent must provide legal

documentation of custody situations. A copy must be submitted to the Transportation Department office. Any changes to bus assignments will be determined by the administrative designee.

An alternate morning stop is permitted only when a student utilizes their existing bus and boards at an existing stop along the prescribed route.

Transportation – Video/Audio Recording (Deer Lakes School District Policy 810.2)

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.

Authority

The Board authorizes the use of video and audio recording on school buses and school vehicles.

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.

Delegation of Responsibility

The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.
2. That this policy is posted on the District's publicly accessible website; and, student information system.
3. Each school year, notification of this policy is included in the student handbook and in any other district publication that sets forth the comprehensive rules, procedures and standards of conduct.

Guidelines

The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.

Parental Information Notice

The Deer Lakes School District is required by law to annually notify parents about screening and evaluation, Special Education programs, the privacy rights of parents and students, Chapter 15 and other protected handicapped students.

The Deer Lakes School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and/or handicap in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Deer Lakes School District at 19 East Union Road, Cheswick, PA 15024, 724-265-5300 or 1-888-709-4115.

Screening and Evaluation

The Deer Lakes School District uses the following procedures for locating; identifying and evaluating specified needs of school-aged students requiring special programs or services. These procedures, as required by law, are as follows:

The district, as prescribed by Section 1402 of the School Code, routinely conducts screenings of a child's hearing acuity in the following grades: kindergarten, 1, 2, 3, 7, and 11. Visual acuity is screened in every grade. Speech and language skills are screened in kindergarten and on a referral basis. New students are screened annually. Gross motor and fine motor skills, academic skills and social-emotional skills are assessed by classroom teachers on an ongoing basis. Specified needs from all of these screening sources are noted within the child's official file. School records are always open and available to parents, and only to school officials who have a legitimate "need to know" regarding information about the child.

Information from the records is released to other persons or agencies only with appropriate authorization that involves written signed permission by the parents. Communications with parents of exceptional students shall be in English or in the native language of the parents.

Screening information will be used by the Intervention Planning Team within the student's school to meet his or her specific needs or to document the need for further evaluation. The Intervention Planning Team will make adjustments relative to such things as the child's learning style, behavior, physical disabilities and classroom experiences. If a student does not make progress, parents will be asked to give written permission for further individual professional evaluations.

After all the evaluations are completed, an Evaluation Report (ER) will be compiled with parent involvement. It will include specific recommendations for the types of intervention necessary to deal with the child's specified needs. Parents are then invited to participate in a meeting where the results of this multidisciplinary evaluation will be discussed. If the student is eligible, an Individualized Education Plan (I.E.P.) will be developed to provide specialized services to the student.

Deer Lakes School District's I.E.P. Team consists of the parents and the following district staff: a regular education teacher, a special education teacher, the Local Education Agency (LEA) which may be the Director of Special Education and/or the principal, and other teachers/specialists as needed.

Parents may request that the district initiate a screening or evaluation of their student's specified needs at any time by contacting the building principal in writing. Further information about these procedures may be obtained by calling the Special Education Office at 724-265-5300.

Parents are an integral part of the I.E.P. Team and should be physically present at the I.E.P. meeting. The district will notify parents in writing, make documented phone calls and home visits, if necessary, to make parents aware of the I.E.P. conference and the need for parental participation. At the completion of the I.E.P. meeting, parents are presented with a Notice of Recommended Educational Placement (NOREP) with which they may agree or disagree.

If parents disagree with the program being recommended, the issue may be taken to mediation or to a due process hearing.

Information about early intervention, parent rights, mediation or due process procedures, specific special education services and programs offered by the Deer Lakes School District, and the district's Educational Records Policy are available upon request from the building principal in a child's school.

Privacy Rights of Parents and Students

The Deer Lakes School District and its employees are required by federal law and state and federal rules and regulations to protect the rights of students. The foundation of these rights comes from federal legislation entitled "Family Education Rights and Privacy Act of 1974," also known as the Buckley Amendment. There are state rules and regulations dealing with regular and special education students' rights and privacy. All students are covered by the state regulations contained in Chapter 12 known as Student Rights and Responsibilities.

The basic premise of the above-mentioned laws, rules and regulations is that information about students cannot be disclosed without parental consent. There are different categories of information: Education Records, Personally Identifiable Information and Directory Information. Education Records consist of information directly related to a student, which is maintained by an educational agency. Personally Identifiable Information includes the student's name, the name of the parent or other family members and a personal identifier of a list of personal characteristics that would make the student's identity easily traceable.

Education Records and Personally Identifiable Information cannot be disclosed or released without written parental consent or if a student is over eighteen without student consent.

There is certain information that can be released without consent, which is called Directory Information. Directory Information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The school district designates what information is labeled Directory Information. Disclosure of information means to permit access to or the release, transfer or communication of education records, or the personally identifiable information contained in these records, to any party, by any means, including oral, written or electronically.

However, information in Student Records or Personally Identifiable Information about a student cannot be shared even in conversation without permission. This also applies to other Deer Lakes School District personnel who do not have an educationally relevant reason to possess knowledge of a student.

Written parental consent is necessary for disclosure of personally identifiable information and education records. The consent must: (1) specify the records that may be disclosed; (2) state the purpose of the disclosure (3) identify the party or class of parties to whom the disclosure may be made. The Deer Lakes School District must maintain a written record of disclosure for the parents to inspect in case information has been released. However, student information may be sent to a district in which a student intends to enroll without prior consent.

Chapter 15 & Other Protected Handicapped Students

A protected handicapped student is a student who is school age with a physical disability or mental disability, which substantially limits or prohibits participation in or access to any aspect of the school program.

In compliance with state and federal laws, the Deer Lakes School District will provide to each protected and handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in or obtain the benefits of the school program and extra-curricular activities as is reasonably appropriate for the student's abilities. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students contact the Director of Special Education at 724-265- 5300, ext. 2647 or 1-888-709-4115.

Services for School Age Exceptional Students

Numerous services are available to meet the needs of eligible students. Deer Lakes School District offers the following services with- in the district: Learning Support, Emotional Support, Autistic Support, Life Skills Support, Speech/Language Support and Gifted Support. The following services are contracted: Vision, Hearing, Occupational Therapy and Physical Therapy.

Student Homeless Assistance

McKinney-Vento Homeless Assistance Act

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), the Deer Lakes School District is attempting to identify all children within the district that may be experiencing homelessness, including unaccompanied homeless youth.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc.).

The Deer Lakes School District attempts to identify homeless students during the initial enrollment process and on an ongoing basis. If a student or family has indicated they are homeless, or if a staff member has reasonable suspicion that a student or family is homeless, they are required to alert the Homeless Liaison. All procedures in place are designed to ensure this identification does not create or exacerbate educational barriers.

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless. To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the district's Homeless Liaison will consider the views of the students in determining where they will be enrolled.

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information. The homeless liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district. Homeless families are not required to prove residency regarding school enrollment.

The district may contact the district of origin for oral confirmation that the student has been immunized, but must not be a barrier to enrollment. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within thirty (30) days. The instructional program should begin as soon as possible after the enrollment process is initiated and should not be delayed until the procedure is completed. The Homeless Liaison will assist the parent/guardian in obtaining necessary immunizations, or immunization and medical records. Homeless students shall be provided services comparable to those offered to other Deer Lakes students including but not limited to: programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, and students with disabilities. Homeless families will also have access to all parent involvement activities and initiatives. Students automatically qualify for free lunch services.

The Deer Lakes School District has staff members who will work with local community agencies to coordinate services in the student's community. The staff includes: school counselors, a social worker, and mental health liaisons, as well as those involved in Student Assistance Program. Additionally, the Deer Lakes School District has certified nurses on staff that work to ensure necessary referrals take place to appropriate health care, dental services, and other medical services.

The district will ensure the student has transportation to school related events, such as, but not limited to testing and field trips.

Placement/Dispute/Complaints: If the Deer Lakes School District is unable to determine the student's grade level due to missing or incomplete records, the school shall administer tests or utilize appropriate means to determine the student's placement.

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent/guardian/student will be provided with a written explanation of the school's decision on the dispute, including the right to appeal. The parent/guardian/student will be referred to the Homeless Liaison who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied student, the Homeless Liaison shall ensure that the student is immediately enrolled in school pending resolution of the dispute.

If disputes or complaints on noncompliance arise regarding the education of homeless students, the following steps may be taken:

- The person filing the complaint shall first contact the school's Homeless Liaison to present their concerns to the people closest to the situation and most likely to be able to resolve it quickly.
- If Step 1 is not successful or is not possible under the circumstances, contact should be made with the Homeless Project Education Liaison, or the Pennsylvania Department of Education (PDE) will accept complaints directly through the Education for Homeless Children and Youth Program.
- Individual cases may be referred to PDE's Office of Chief Counsel and the Office of the Deputy Secretary for Elementary and Secondary Education, as needed, by the State Homeless Coordinator.
- PDE will deliver a response within fifteen (15) business days of the receipt of the complaint. The complaint may arrive in the form of a copy of the school/district letter or on the Dispute Letter Form if given directly to a Liaison of the Homeless Initiative.

Children who are experiencing homelessness may qualify for assistance, with school supplies/materials, and/or tutoring so that they can remain in their school throughout the duration of their homeless episode. **If you believe your child(ren) may qualify for this service, please contact the Homeless Liaison, Lindsay McGaughey, at 724-265-5300 x2647.**

If your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

School Board Policies

In addition to the School Board Policies listed throughout this handbook, the Deer Lakes School District is required to inform students and parents of the following policies:

Student Expression/Distribution and Posting of Material

Surveys

Hazing

Food Allergy Management

Enrollment of Students

Medications

Student Records

Searches

Controlled Substances/Paraphernalia

Student Rights and Responsibilities

Threat Assessment

School Wellness

Child Abuse

Food Services

Public Attendance at School Events

Public Complaints